

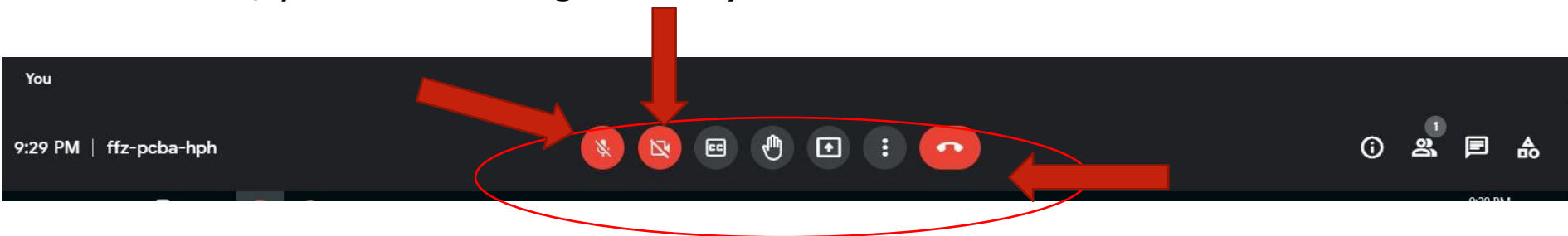
# WELCOME

to the  
Small Business Reserve (SBR)  
Liaison Training  
9:00 am – 12:00 pm



# Logistics and Housekeeping

Please MUTE your microphone and TURN OFF video camera during the webinar!! Confirm you are MUTED, and the camera is TURNED OFF by hovering your mouse at the bottom of your screen in Google Meet to see the icons - RED means you are MUTED, and your camera is off. (The circle with the phone icon is the "hang up" button; if you click that one, you'll have to log back in!)



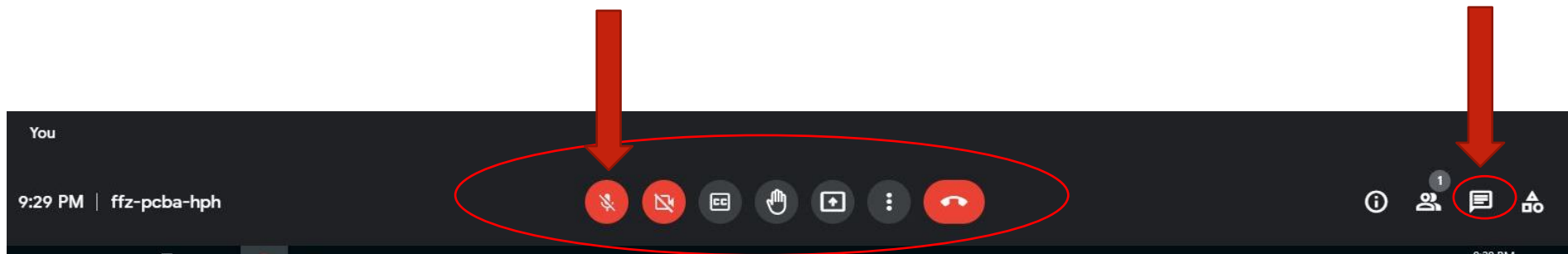
Please refrain from pressing any of the options on this bar in error such as record, captions or Present Now as this will disturb the webinar.

During breaktime, please do not hang-up, this would cause a disruption when we resume.

# Logistics and Housekeeping

Please use the CHAT bar to ask questions or make comments during the training

If you need to speak, unmute your microphone and introduce yourself by name and agency prior to speaking



# Logistics

If you are joining us by phone:

You must press **\*6** to mute and unmute your phone

# Small Business Reserve (SBR) Program Liaison Training

Presented by the Governor's Office  
of Small, Minority & Women  
Business Affairs

Lisa Mitchell Sennaar, SBR Program Compliance Manager  
February 24, 2022



# AGENDA

1. Welcome – Staff Introductions
2. SBR Program Overview
3. SBR Program Certification
4. SBR Liaison Officer: Responsibilities as Described in Statute
5. The Procurement Review Group (PRG) Process
  - a) PROCUREMENT REVIEW GROUP: Guidance and Worksheets
  - b) BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines
6. Compliance Considerations
7. Reporting Best Practices – Annual and Quarterly Reporting, Procurement Forecast & Strategic Plans
8. The SBR Reporting Toolkit
9. VSBE Updates – Danielle Davis
10. Announcements/Important Upcoming Dates
11. Survey Reminder

# **WELCOME**

For Internal Training Purposes Only

*Jimmy Rhee - Special Secretary*

*Pamela Gregory – Chief of Staff*

*Alison Tavik – Director of Communications & Outreach*

*Chantal Kai-Lewis – Director of Policy & Legislative Affairs*

*Eduardo Hayden – Small Business Outreach Manager*

*Lisa Mitchell Sennaar – SBR Compliance Manager*

*Tanita Johnson – SBR Compliance Manager*

*Nichelle Johnson – MBE Compliance Manager*

*Karen Reyes – MBE Compliance Manager*

*Gerald Stinnett – MBE Compliance Manager – VLT Operations*

*Danielle N. Davis - VSBE Compliance Manager*

[Contact Us](https://gomdsmallbiz.maryland.gov/Pages/Contact-Us.aspx)

<https://gomdsmallbiz.maryland.gov/Pages/Contact-Us.aspx>



# SBR Program Overview

COMAR 21.11.01.06

- Created in 2004
- Provides small businesses with the opportunity to participate as prime contractors on state contracts

# SBR Program Overview

COMAR 21.11.01.06

The SBR Program directs participating agencies/departments to the extent practicable to spend at least 15% of its fiscal year procurement expenditures with certified small businesses

# SBR Program Overview

COMAR 21.11.01.06

Only those payments resulting from a procurement designated as a small business reserve procurement may be applied towards the procurement unit's overall small business reserve 15 % mandated payment achievement

# SBR Program Overview

Once a solicitation has been designated as “SBR,” an award can only be made to a small business certified in the SBR Program.

# SBR Program Eligibility Standards

<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>

# SBR Program Certification

Certification is an online process through the vendor registration process on the state's eProcurement platform eMaryland Marketplace Advantage (eMMA)

<https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

# SBR Liaison Officer

## COMAR 21.11.01.06

The head of each procurement unit shall designate an employee to be the SBR liaison officer in the administration of that unit's small business reserve program

The SBR liaison officer shall be a high-level employee reporting directly to the agency head or head of the procurement unit

# SBR Liaison Officer Responsibilities

[COMAR 21.11.01.06](#)

- Coordinating the procurement unit's outreach efforts to the small business community
- Reviewing the unit's contracting procedures to ensure compliance with small business reserve requirements
- The Liaison should be a part of the Procurement Review Group (PRG)



# SBR Liaison Officer Responsibilities

[COMAR 21.11.01.06](#)

- Submitting required small business reserve program reports or information
- Assisting in the resolution of small business reserve contracting issues

# SBR Liaison Directory

For information regarding the Small Business Reserve (SBR) Program's **certification**  
please email [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov) or call 410-697-9600.

Reporting Agency	SBR Liaison Name/Contact Info	Address
Aging	Valarie Tisdale <a href="mailto:valarieb.tisdale@maryland.gov">valarieb.tisdale@maryland.gov</a> 410-767-2157	301 W. Preston Street, Suite #1007 Baltimore, MD 21201
Agriculture	Lynn McNally <a href="mailto:lynn.mcnally@maryland.gov">lynn.mcnally@maryland.gov</a> 410-841-5902	50 Harry S. Truman Parkway Annapolis, MD 21401
Archives	Teresa Fawley <a href="mailto:teresa.fawley@maryland.gov">teresa.fawley@maryland.gov</a> 410-260-6405	350 Rowe Blvd. Annapolis, MD 21401
Assessments & Taxation	Tara L. Gray <a href="mailto:tara.gray@maryland.gov">tara.gray@maryland.gov</a> 410-767-1194	300 West Preston St., Room 605 Baltimore, MD 21201
Attorney General's Office	Janice Clark <a href="mailto:jclark@oag.state.md.us">jclark@oag.state.md.us</a> 410-576-6442	200 St. Paul Place Baltimore, MD 21202
Baltimore City Community College	Corelethia Braxton <a href="mailto:CBraxton@bcc.edu">CBraxton@bcc.edu</a> 410-462-7474	2901 Liberty Heights Avenue Baltimore, MD 21215
Board of Elections	Whitney LeRoux <a href="mailto:whitney.leroux@maryland.gov">whitney.leroux@maryland.gov</a> 410-269-2863	151 West St., Suite 200 Annapolis, MD 21401
Board of Public Works	Gabriel Gnall <a href="mailto:gabriel.gnall@maryland.gov">gabriel.gnall@maryland.gov</a> 410-260-7335	80 Calvert St., Room 117 Annapolis, MD 21401

<https://gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx>

# The Procurement Review Group (PRG) Process

The PRG shall review proposed procurement solicitations, proposals to exercise options or otherwise modify the contract, and proposals to award sole-source contracts when the resulting contract is:

- (1) Eligible for designation to the Small Business Reserve (SBR) Program when the total value is expected to exceed \$50,000, and
- (2) For evaluation of Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) participation goals when the total value is expected to exceed \$100,000.

# The Procurement Review Group (PRG) Process

The PRG shall determine the appropriate socioeconomic utilization methods to encourage maximum small and/or minority and/or veteran-owned business participation in each proposed contract; and shall make recommendations to the agency head and the solicitation's procurement officer concerning specific designations and/or participation goals

# SBR Program and Executive Order 01.01.2021.01

- Issued January 6, 2021; implementation became effective February 1, 2021
- Engages the State contracting marketplace to support small businesses during this critical economic recovery period from the COVID-19 pandemic.
- ***Enhances the Small Business Reserve (SBR) Program by designating all procurements between \$50,000 and \$500,000 to the SBR Program, unless the procurement meets defined exemptions.***

# SBR Program and Executive Order 01.01.2021.01

- **Existing Law**

- Pursuant to SFP § 14-301.1(9), race-neutral measures shall be employed to the maximum extent practicable to drive inclusion prior to the employment of race-conscious measures

- **Executive Order Changes**

- Automatic designation category between \$50,000-\$500,000
- Previously, there was no formal approval process through GOSBA regarding a unit's determination on whether or not to designate a procurement as an SBR
- SBR Liaison mandatory member of the PRG

# SBR Program and Executive Order 01.01.2021.01

- To facilitate this new expanded PRG evaluation process, DGS OSP & GOSBA created several key documents, which are available on the OSP website:

<https://procurement.maryland.gov/procurement-review-group-prg/>

# SBR Program and Executive Order 01.01.2021.01

- The documents include:
  - **SBR Executive Order FAQs**
  - **BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines**
  - **PROCUREMENT REVIEW GROUP: Guidance and Worksheets**





# SHORT BREAK

Please stay tuned, we will return shortly from our break.

Get in a quick stretch, get some coffee or cola, or rest your eyes.

Please Do Not hang up. If you hang up, we will have to readmit you. Just keep your microphone muted

# SBR Compliance Considerations

- Basic Contract Compliance tasks should include review and tracking of the following items :
- Pre-Contract tasks (Reviewing Agency Contracting Procedures)
  - Participation in Procurement Review Group
  - Participate in Pre-bid Conferences
  - Bid paperwork review
- Post Contract Tasks
  - Ensure compliance with small business reserve requirements- ensuring vendors remain certified in the SBR Program during the contract
  - Participate in discussions on contract performance issues Depending upon the liaisons position, they may or may not be involved in other contract and monitoring tasks.

# Reporting Best Practices

- Annual and Quarterly Reports need to be submitted in Excel Why?
  - Measures our success
  - Allows us to see trends (positive or negative)
- Timely data submissions. Why?
  - Allows Governor's Office of Small, Minority & Women Business Affairs time to review data for errors
  - Allows timely publication of the legislatively mandated annual report

# SBR Annual Reporting

The Annual Report is due within 90 days after the end of each fiscal year, in a format determined by the Governor's Office of Small, Minority & Women Business Affairs

Signatures are required on the Annual Report

[SBR Reporting Toolkit](#)

# Reporting Best Practices

- Prepare your report as soon as possible in case some corrections are required
- Use only the latest templates posted in the SBR Toolkit for your reports: Provided backup data with your report submissions  
<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx>
- Contact Lisa Mitchell Sennaar with questions about the SBR Reports

# SBR Quarterly Reporting

The Quarterly Report is due no later than 30 days following the quarter being reported and should contain data from the start of the fiscal year.

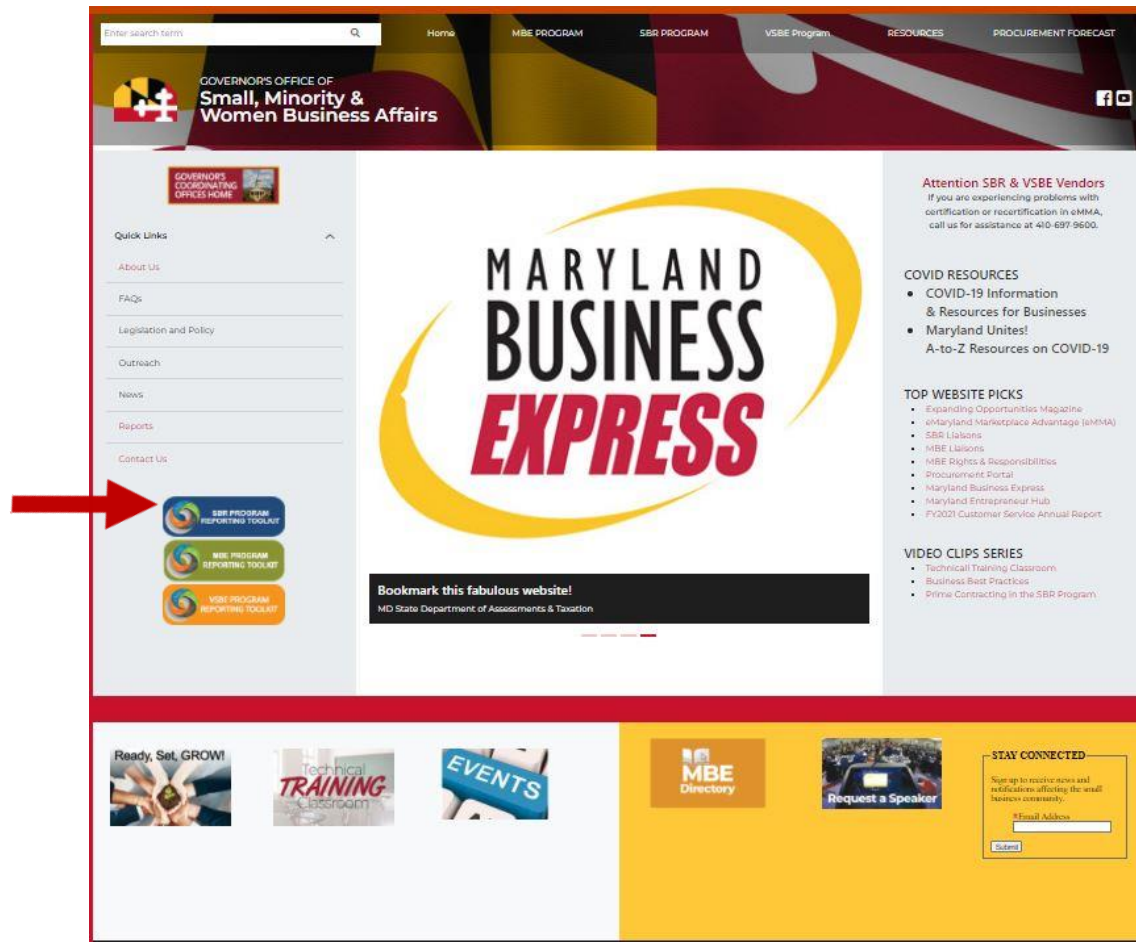
SBR FY 2022 2nd Quarter Report  
was **due on January 30<sup>th</sup>**

Signatures are not required on the Quarterly Report

[SBR Reporting Toolkit](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx)

<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx>

# Utilize our website and especially the SBR Toolkit



<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx>



# In the SBR Toolkit :

## 1. Resources

## 2. Bulletins

The screenshot shows the 'Small Business Reserve (SBR) Program Reporting Toolkit' page. The left sidebar contains a 'Quick Links' menu with items: About Us, FAQs, Legislation and Policy, Outreach, News, Reports, and Contact Us. Below this is a link to 'SBR Program Overview'. Further down, three red arrows point to specific sections: 'Policies and Procedures' (which includes 'PRG Guidance and Worksheets' and 'SBR Designation for Statewide Contracts with Multiple Contract Awards'), 'Procurement Compliance Bulletins' (which lists dates from 02.14.2022 to 10.05.2021), and 'SBR Liaison Training Sessions' (which includes a link to the 'SBR Liaison Training Slide Deck'). The main content area is titled 'Small Business Reserve (SBR) Program Reporting Toolkit' and contains a disclaimer, a 'Due Now' section for the '2nd Quarter SBR Report' with download links for instructions and templates, and a section for the 'FY2021 Small Business Reserve (SBR) Annual Report' with instructions, a template link, a GAD list, an agency example report, and reminders.

Enter search term

Home MBE PROGRAM SBR PROGRAM VSBE Program RESOURCES PROCUREMENT FORECAST

GOVERNOR'S OFFICE OF  
Small, Minority & Women Business Affairs

Quick Links

- About Us
- FAQs
- Legislation and Policy
- Outreach
- News
- Reports
- Contact Us

SBR Program Overview

**Policies and Procedures**

- PRG Guidance and Worksheets (located on the Office of State Procurement's (OSP) website)
- SBR Designation for Statewide Contracts with Multiple Contract Awards

**Procurement Compliance Bulletins**

- 02.14.2022
- 01.13.2022
- 12.07.2021
- 11.03.2021
- 10.05.2021

**SBR Liaison Training Sessions**

SBR Liaison Training Slide Deck

### Small Business Reserve (SBR) Program Reporting Toolkit

This toolkit contains valuable information to assist State agencies/departments with the management and compliance of the Small Business Reserve (SBR) Program. (This page is for intended for internal state users only. **Vendors do not submit these reports.**)

**Due Now**

2nd Quarter SBR Report

Reporting Period July 1 - December 31, 2021

Click to download instructions

Click to download template

### FY2021 Small Business Reserve (SBR) Annual Report

The SBR Annual Report must be completed and submitted by September 30, 2021. The Annual Report covers the period from July 1, 2020 to June 30, 2021. Please take time to read the SBR Annual Report Instructions and utilize the SBR Annual Report Template.

SBR Annual Report Instructions

SBR Annual Report Template - **New "Notes" Section on the Summary Page**

GAD List

AGENCY Example Report

**REMINDERS:**

1. Your report and supporting documentation must be signed by the unit head and the chief financial officer and submitted to the [sbreports.gosba@maryland.gov](mailto:sbreports.gosba@maryland.gov) email box.
2. In order to comply with COMAR 21.13.01.03B and BPW Advisory 2005-1, units must also submit a copy of the SBR Annual Report to the Board of Public Works. Please send an electronic copy to BPW c/o

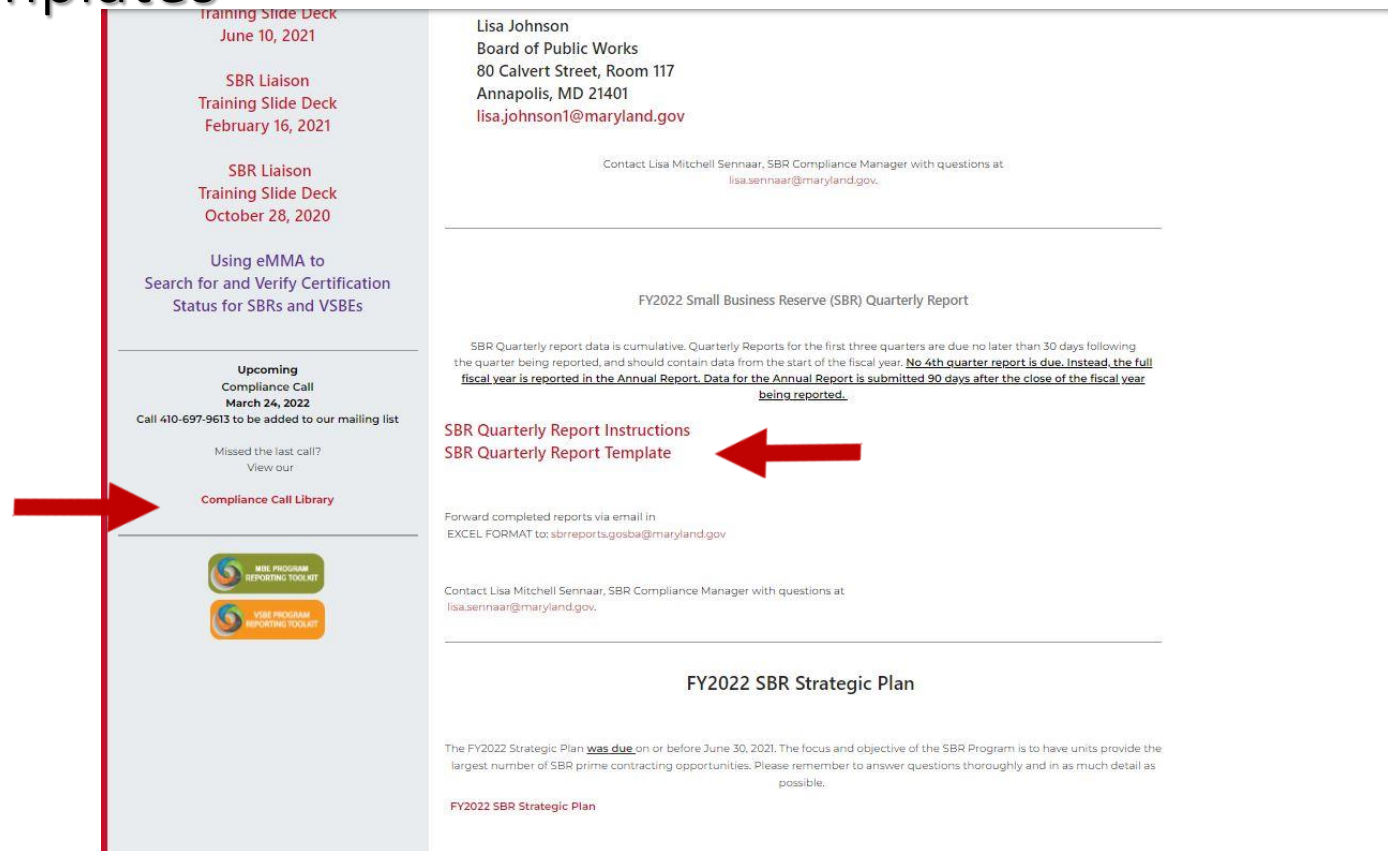
Lisa Johnson

<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx>

# In the SBR Toolkit :

## 3. Compliance Library

## 4. Report Instructions and Templates



The screenshot displays the SBR Toolkit website. On the left, a vertical red arrow points to the 'Compliance Call Library' link. A horizontal red arrow points to the 'SBR Quarterly Report Instructions' and 'SBR Quarterly Report Template' links. The website content includes:

- Training Slide Deck**
  - June 10, 2021
  - SBR Liaison Training Slide Deck February 16, 2021
  - SBR Liaison Training Slide Deck October 28, 2020
- Using eMMA to Search for and Verify Certification Status for SBRs and VSBEs**
- Upcoming Compliance Call**
  - March 24, 2022
  - Call 410-697-9613 to be added to our mailing list
  - Missed the last call? View our: [Compliance Call Library](#)
- Tools**
  - MSB PROGRAM REPORTING TOOLKIT
  - VSB PROGRAM REPORTING TOOLKIT
- Contact Information**
  - Lisa Johnson**  
Board of Public Works  
80 Calvert Street, Room 117  
Annapolis, MD 21401  
[lisa.johnson1@maryland.gov](mailto:lisa.johnson1@maryland.gov)
  - Contact Lisa Mitchell Sennaar, SBR Compliance Manager with questions at [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)
- FY2022 Small Business Reserve (SBR) Quarterly Report**
  - SBR Quarterly report data is cumulative. Quarterly Reports for the first three quarters are due no later than 30 days following the quarter being reported, and should contain data from the start of the fiscal year. No 4th quarter report is due. Instead, the full fiscal year is reported in the Annual Report. Data for the Annual Report is submitted 90 days after the close of the fiscal year being reported.
  - SBR Quarterly Report Instructions**
  - SBR Quarterly Report Template**
  - Forward completed reports via email in EXCEL FORMAT to: [sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov)
  - Contact Lisa Mitchell Sennaar, SBR Compliance Manager with questions at [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)
- FY2022 SBR Strategic Plan**
  - The FY2022 Strategic Plan was due on or before June 30, 2021. The focus and objective of the SBR Program is to have units provide the largest number of SBR prime contracting opportunities. Please remember to answer questions thoroughly and in as much detail as possible.
  - [FY2022 SBR Strategic Plan](#)

# Procurement Forecast

Each procurement unit shall, based upon the approved budget and other applicable factors, annually prepare a fiscal year procurement expenditure forecast within 60 days after enactment of the annual budget bill by the General Assembly

[SBR Reporting Toolkit](#)

# Procurement Forecast

This data, which includes all projected purchases of \$100,000 and above for the fiscal year, connects with the Hogan Administration's theme that "Maryland is Open for Business." Keep in mind the forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community

[SBR Reporting Toolkit](#)




# Procurement Forecast


An agency only needs to turn in one Procurement Forecast that includes all projected purchases inclusive of SBR Designated procurements, and contracts that may contain MBE and VSBE goals

[SBR Reporting Toolkit](#)

# Procurement Forecast Portal

HomeMBE PROGRAMSBR PROGRAMVSBE ProgramRESOURCESPROCUREMENT FORECAST

**GOVERNOR'S OFFICE OF  
Small, Minority & Women Business Affairs**

**Quick Links**   
[About Us](#)  
[FAQs](#)  
[Legislation and Policy](#)  
[Outreach](#)  
[News](#)  
[Reports](#)  
[Contact Us](#)

## Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2022.

This database is populated with projected purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

Agency Name:	Archives
Procurement Category:	Engineering Services
Procurement Method:	Sole Source
Description:	Lighting and Fixture
Location/Delivery:	CENTRAL MARYLAND
Estimated Advertisement Date:	To Be Determined
Estimated Total Contract Award (no optional):	\$15,000 to \$50,000
Term of Contract:	Less than 1 year
Agency Name:	Archives
Procurement Category:	Information Technology - Services
Procurement Method:	H: Task Order (H-CORP)
Description:	Preventive Maintenance
Location/Delivery:	CENTRAL MARYLAND
Estimated Advertisement Date:	To Be Determined
Estimated Total Contract Award (no optional):	\$15,000 to \$50,000
Term of Contract:	1-2 years
Agency Name:	Archives
Procurement Category:	Information Technology - Services
Procurement Method:	Noncompetitive Negotiated/Procurement of Human, Social or Educational Services
Description:	Document Scanning
Location/Delivery:	CENTRAL MARYLAND
Estimated Advertisement Date:	To Be Determined
Estimated Total Contract Award (no optional):	\$15,000 to \$50,000

<https://gomdsmallbiz.maryland.gov/Pages/Forecasting.aspx>

# The SBR Strategic Plan

The focus and objective of the SBR Program is to have units work toward designating the maximum number of SBR “Only” prime contracting opportunities

# The SBR Strategic Plan

The SBR Strategic Plan helps to map out how your agency will get to at least 15% of its eligible spend designated as SBR “Only”

The SBR Strategic Plan is due on or before June 30, each year.

[SBR Reporting Toolkit](#)

For Internal Training Purposes Only



# GOSBA MAILBOXES For SBR Submissions

[sbrwaiver.gosba@maryland.gov](mailto:sbrwaiver.gosba@maryland.gov)

**Submit all SBR exemptions and waivers covered under SBR Executive Order 01.01.2021.01**

[sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov)

**Submit all SBR Program reports here (SBR Quarterly and Annual Reports)**

[compliance.gosba@maryland.gov](mailto:compliance.gosba@maryland.gov)

**Submit all other required Reports here (Procurement Forecasts, SBR and Strategic Plans, Bi-Monthly Compliance Call questions)**



<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

If you have any SBR  
Program questions, please contact me:

Lisa Mitchell Sennaar

[lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)

410-697-9613





Danielle N. Davis

Veteran-owned Small Business Enterprise (VSBE) Program  
Compliance Manager



# **Veteran-Owned Small Business Enterprise (VSBE) Program**

- Provides contracting opportunities on state-funded procurements for certified veteran-owned small businesses.
- Only the work of a certified VSBE firm, performing either directly (prime contractors) or indirectly (subcontractors), can be counted toward the achievement of an established contract goal.

# VSBE Program

**Veteran-owned businesses must meet the following eligibility standards:**

1. Be a small business as defined by the United States Small Business Administration in 13 C.F.R. 121.201 and any subsequent revision of that regulation
2. Be at least 51% owned and controlled by one or more individuals who are veterans

**The VSBE certification process entails:**

1. Vendor registration in eMaryland Marketplace Advantage (eMMA)
2. Veteran verification from one of the following:
  - Maryland Department of Veterans Affairs
  - Federal Vets First Verification Program
3. VSBE Program application submitted and approved in eMMA

# Vendor Registration

[emma.maryland.gov](http://emma.maryland.gov)

Step #1

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

## LOGIN

Login \*

Email / Username

Password \*

Login

State SSO  
Login(SecureAuth)

MDOT SSO  
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

# Veteran Verification

Step #2

<https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>

Enter search term

Home MBE PROGRAM SBR PROGRAM VSBE Program RESOURCES PROCUREMENT FORECAST

GOVERNOR'S OFFICE OF  
**Small, Minority & Women Business Affairs**

Facebook YouTube

**Quick Links**

- About Us
- FAQs
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- Outreach
- News
- Reports
- Contact Us

## Veteran-Owned Small Business Enterprise (VSBE) Program

**ATTENTION:** If you are experiencing problems with certification or recertification in eMMA, assistance is available from a VSBE Administrator by calling 410-697-9600.

**Overview**

Maryland's VSBE Program provides contracting opportunities on state-funded procurements for qualified veteran-owned small businesses. Designated agencies and departments are directed to spend at least 1% of the dollar value of their procurement contracts with certified VSBE firms.

Only the work of a certified VSBE firm, performing as either a prime contractor or a subcontractor, can be counted toward an established VSBE contract goal. There is no cost to obtain certification, and once certified, firms must renew annually.

**QUICK LINKS**

- [Maryland Department of Veterans Affairs](#)
- [Maryland Veteran Verification Form](#)
- [Federal Vets First Verification Program](#)
- [eMaryland Marketplace Advantage](#)

**ATTENTION:** If you are experiencing problems with certification or recertification in eMMA, assistance is available from a VSBE Administrator by calling 410-697-9600.

Obtain veteran verification from one of two sources:

- Maryland Department of Veterans Affairs, *or*
- Federal Vets First Verification Program (Vetbiz)



# Maryland Veteran Verification Process



## Maryland Department of Veterans Affairs VERIFICATION OF VETERAN STATUS

**INSTRUCTIONS** – The small business owner seeking veteran verification for participation in Maryland's Veteran-Owned Small Business Enterprise (VSBE) Program shall complete SECTIONS A, B & C. Mail the completed form, along with acceptable documentation (copy only), to the address noted at the bottom of the form. Retain a copy for your records.

### SECTION A - Veteran Information

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

LEGAL NAME OF BUSINESS SEEKING CERTIFICATION IN MARYLAND'S VSBE PROGRAM: \_\_\_\_\_

### SECTION B- Veteran Status

I, \_\_\_\_\_, certify the following (check the box that applies):

- ☐ Meet the federal active duty requirement to be a veteran.
- ☐ Was discharged or released from active duty in the US Armed Forces of the United States and have a service-connected disability.

### SECTION C – Veteran's Sworn Statement

I swear, under penalty of perjury, that I have examined this certificate and to the best of my knowledge and belief, it is a true, correct statement.

Veteran's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Acceptable Documentation**

Proof of veteran status requires a COPY of one of the following: DD214, DD215, Discharge Papers, or a copy of the United States Department of Veterans Affairs Rating Decision. **Send a copy only. Do not send original.**

#### **This section to be completed by the Maryland Department of Veterans Affairs only.**

I certify that the above individual is a (select one): MDVA Number: \_\_\_\_\_

- ☐ Veteran in accordance with Title 38 USC.
- ☐ Disabled veteran in accordance with the Code of Federal Regulations.
- ☐ Not a veteran.

Printed name \_\_\_\_\_

Signed Name  
Benefits & Services Director/Designee

Date \_\_\_\_\_

**Maryland Department of Veterans Affairs**  
ATTN: Director of Benefits and Services  
31 Hopkins Plaza, Room 3020  
Baltimore, Maryland 21201

Vendors seeking verification through the Maryland Department of Veterans Affairs (MDVA), download this form, fill it in, and mail it with the acceptable documentation.

Upon review, eligible firms are assigned a number by MDVA (i.e. MDVA2022-001).


This number becomes the VSBE Certification # in the vendor's profile.

# Federal Veteran Verification Process

Vendors seeking verification through the federal Vets First Verification Program would visit the website and complete the verification process.

Upon verification, firms are listed in the national VetBiz directory using the company's DUNS number.

This becomes the VSBE Certification # in the vendor's profile.



The screenshot shows the official website for the Vets First Verification Program. The header includes the VA logo, the U.S. Department of Veterans Affairs name, and navigation links for Search, Contact us, and Sign in. Below the header, there are tabs for VA Benefits and Health Care, About VA, and Find a VA Location. The main content area features a large banner with the text "VETS FIRST VERIFICATION PROGRAM" and a description: "The Vets First Verification Program affords verified firms owned and controlled by Veterans and Service-disabled Veterans the opportunity to compete for VA set asides." To the left of the banner is a sidebar with a dropdown menu labeled "I AM A..." and a list of categories: For Veterans, For Family Members & Spouses, For Employees, For Business, Forms & Publications, Jobs, Volunteer or Donate, and Public & Intergovernmental Affairs. Below the banner, there is a section titled "OVERVIEW" which explains the program's purpose and its connection to the Veterans First Contracting Program. To the right of the overview is a "RESOURCES" section with links to OSDBU Home, Login to Vendor Information Pages (VIP), Access List of Veteran-Owned Businesses, Media Library, Frequently Asked Questions (FAQs), and Verification Assistance. At the bottom left, there are two smaller boxes: one for the Veterans Crisis Line (1-800-273-8255) and another for eBenefits (www.ebenefits.va.gov).

VA | U.S. Department of Veterans Affairs

Search Contact us Sign in

VA Benefits and Health Care About VA Find a VA Location

I AM A...  
Select One

- For Veterans
- For Family Members & Spouses
- For Employees
- For Business
- Forms & Publications
- Jobs
- Volunteer or Donate
- Public & Intergovernmental Affairs

VA » Office of Small & Disadvantaged Business Utilization » Vets First Verification Program

## Office of Small & Disadvantaged Business Utilization

### VETS FIRST VERIFICATION PROGRAM

The Vets First Verification Program affords verified firms owned and controlled by Veterans and Service-disabled Veterans the opportunity to compete for VA set asides.

**OVERVIEW**

The Veterans Benefits, Health Care, and Information Technology Act of 2006 (Public Law 109-461) provides the U.S. Department of Veterans Affairs (VA) with unique authority for Service-Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB) set-aside and sole source contracts.

This procurement authority, and its subsequent implementation, is a logical extension of VA's mission to care for our Nation's Veterans. VA refers to this program as the Veterans First Contracting Program.

**RESOURCES**

- OSDBU Home
- Login to Vendor Information Pages (VIP)
- Access List of Veteran-Owned Businesses
- Media Library
- Frequently Asked Questions (FAQs)
- Verification Assistance

Veterans Crisis Line  
1-800-273-8255 PRESS 1

eBenefits  
Your VA & DoD Benefits. Online.  
Register Now  
www.ebenefits.va.gov

# VSBE Application

Step #3

Vendor must submit the VSBE Application in eMMA.

**VSBE Enrollment**

Is at least 51% of this business owned and controlled by one or more veteran(s) or disabled veteran(s)? \*

Yes

Does your company meet the size standards adopted by the United States Small Business Administration? \*

Yes

VSBE Cert # Type \*

VetBiz #

VSBE Cert Number \*

056851633

Agree to VSBE Program Terms? \*

Yes

Once the vendor has completed these 3 steps, the information will be reviewed by the VSBE Program Compliance Manager.

Only vendors with an “Approved” VSBE Vendor Status and an active expiration date approved are certified.

# **VSBE Vendor Search For Procurement Officers/Buyers**

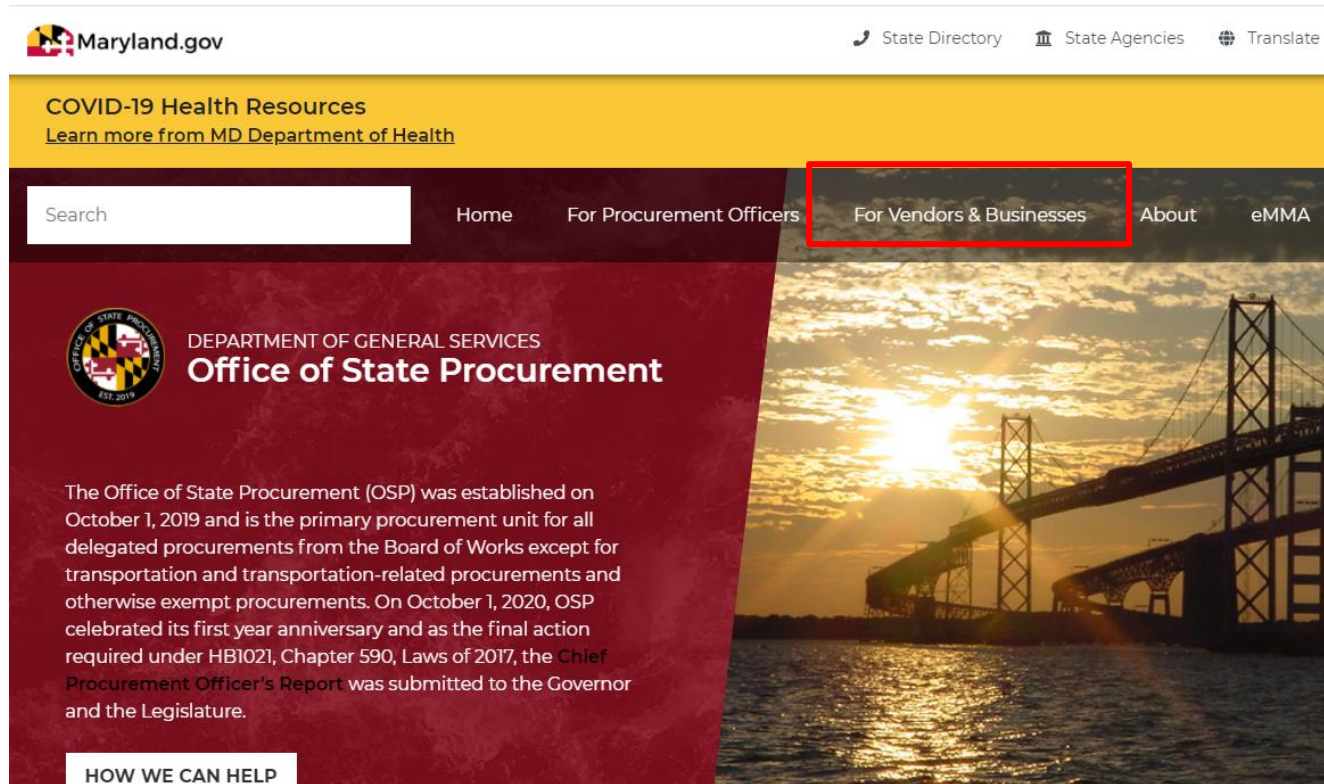
Use the Vendor Search option in eMMA to identify potential VSBE vendors. This method will yield both certified and non-certified VSBE vendors.

- 1) Visit the <https://procurement.maryland.gov/> website.
- 2) Click on tab “For Vendors & Businesses”.
- 3) Select the “Quick Reference Guides (QRGs)” link.
- 4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.

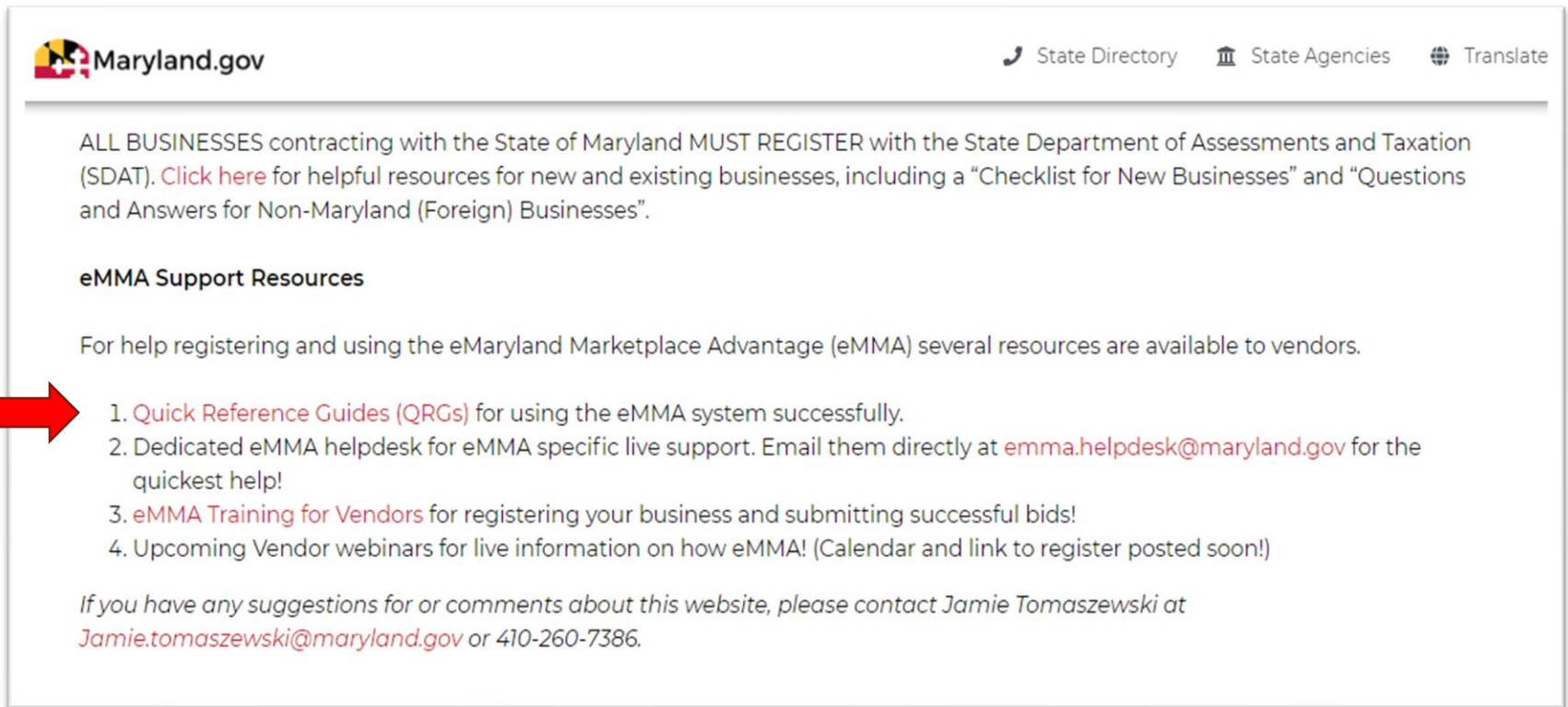



1) Visit the <https://procurement.maryland.gov/> website.

2) Click on tab “For Vendors & Businesses.”



### 3) Select the “Quick Reference Guides (QRGs)” link.



 Maryland.gov

[State Directory](#) [State Agencies](#) [Translate](#)

ALL BUSINESSES contracting with the State of Maryland MUST REGISTER with the State Department of Assessments and Taxation (SDAT). [Click here](#) for helpful resources for new and existing businesses, including a “Checklist for New Businesses” and “Questions and Answers for Non-Maryland (Foreign) Businesses”.

**eMMA Support Resources**

For help registering and using the eMaryland Marketplace Advantage (eMMA) several resources are available to vendors.

1. [Quick Reference Guides \(QRGs\)](#) for using the eMMA system successfully.
2. Dedicated eMMA helpdesk for eMMA specific live support. Email them directly at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov) for the quickest help!
3. [eMMA Training for Vendors](#) for registering your business and submitting successful bids!
4. Upcoming Vendor webinars for live information on how eMMA! (Calendar and link to register posted soon!)

*If you have any suggestions for or comments about this website, please contact Jamie Tomaszewski at [Jamie.tomaszewski@maryland.gov](mailto:Jamie.tomaszewski@maryland.gov) or 410-260-7386.*

**4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.**

## **Buyer QRGs**

**17 - eMMA QRG  
Public Search for Vendors**

## 17 - eMMA QRG Public Search for Vendors



### Quick Reference Guide Public Vendor Search for Vendors

This Quick Reference Guide (QRG) is designed to help you understand how to use the Public Vendor Search. This functionality allows for a public search of vendors currently registered in eMMA. This search will also filter on VSBE and SBR vendors. You do not need to be logged into eMMA, or even have registered in eMMA to view the information on this page.

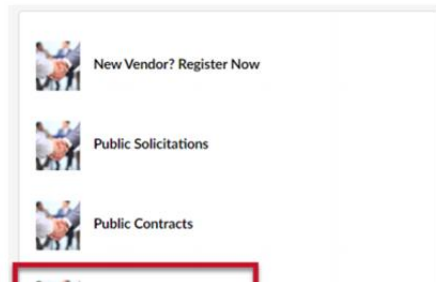
If you need help at any point, please email the eMMA helpdesk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

### Instructional Video

<Place Holder for **Instructional Video**>

### Step-by-Step Instructions

1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.)
2. Click **Vendor Search** on the right side of the screen.






# VSBE Vendor Search

## [emma.maryland.gov](http://emma.maryland.gov)

Welcome to eMaryland Marketplace Advantage (eMMA)



emma<sup>SM</sup>  
eMaryland Marketplace Advantage

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

LOGIN

Login \*


Email / Username


Password \*


Login


State SSO Login(SecureAuth) MDOT SSO Login(MSAzure)

[Lost your password?](#)




 New Vendor? Register Now

 Public Solicitations

 Public Contracts

 Vendor Search

# VSBE Vendor Search

 [New Vendor? Register Now](#) [Vendor Search](#) [Public Solicitations](#) [Public Contracts](#)  [Accessibility](#)  [English](#)

[Vendor Search](#)

Keywords  **Commodities**

Company Name  eMMA Vendor ID

Country  State  Levels related with the supplier

☒ VSBE Vendor ☐ SBR Vendor

Filters Country:  Levels related with the supplier:  VSBE Vendor: ☒

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Telephone	Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date	Web Site
SUP380036	KLICHCO LLC	Silver Spring	MD	20910	Charles Collins	2404763543	services@KLICHCO.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2021-035		
SUP015333	1969	ft washington	MD	20744	Anthony Nelson	2026585455	itzourturn@gmail.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	056851633	2/28/2021	
SUP005990	2-CM Technologies, LLC	Annapolis	MD	21403	Cortez Duncan Jr.	4105307563		<input type="checkbox"/>			<input checked="" type="checkbox"/>	079152345	4/11/2022	www.2cmtechnologies.com
SUP751775	3 G's Trucking, LLC	Saint Michaels	MD	21663-2139	Gregory Joyner	3014677827		<input checked="" type="checkbox"/>	SB21-013690	3/14/2022	<input checked="" type="checkbox"/>	MDVA2021-052	3/22/2022	
SUP020511	3D Doors	CLINTON	MD	20735	Calvin Wilson	3016439841	cawils12@gmail.com	<input type="checkbox"/>		1/6/2021	<input checked="" type="checkbox"/>	MDVA2019-112	1/7/2021	
SUP026138	4th Revolution Technologies	Greenbelt	MD	20770	Rudy Anthony	2028780240		<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2020-117	8/4/2021	
SUP021762	5366 LOGISTICS CORP	Richmond	IL	60071	Daniel Bitton	8155813203	dbitton@5366logistics.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	080469134	2/17/2021	5366 LOGISTICS CORP


Remember, this is a public search tool to help identify potential VSBE vendors. The search will yield both certified and non-certified vendors.


# VSBE Vendor Search

Please note the following when conducting an eMMA Vendor Search:

- It can be used to seek potential VSBE vendors for solicitations.
- This public search function should not be used to verify the VSBE certification status of a vendor when preparing to make an award.
- UPDATE!! You are now able to download an Excel spreadsheet of public vendors when conducting this search.

# VSBE Vendor Search Download

 **Vendors** Sourcing Contracts Analytics Admin

**Vendor Search** Search 

Keywords:  Commodities:  Areas Served:  **Q Search** **Reset**


Company Name:  eMMA Vendor ID:

Country:  State:  Levels related with the supplier:

☒ VSBE Vendor ☐ SBR Vendor

Filter: Country: UNITED STATES x Levels related with the supplier: Group Entity VSBE Vendor: ☒ x

eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	AP Invoice Phone	AP Invoice Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date	Website
SUP024243	Barnes-Magee Consulting, LLC	District Heights	MD	20747	Angela Fairley	3014127169	angelafairley68@gmail.com	<input type="checkbox"/>		4/25/2021	<input checked="" type="checkbox"/>	000000000		
SUP019081	blackout Investigations and security services	waldorf	MD	20601	Ian Hart	2023068078	ihart@blackoutsecurity.com	<input checked="" type="checkbox"/>	SB20-009144	6/26/2022	<input checked="" type="checkbox"/>	002245813	5/26/2022	blackoutinvestigations.com
SUP014879	Building Commissioning Coalition, LLC	Randallstown	MD	21133	John Grichuhin	4107101630	gabe@bcxcoa.com	<input type="checkbox"/>		8/29/2020	<input checked="" type="checkbox"/>	003762449	2/27/2021	bcxcoa.com
SUP013981	PREMIER CONSULTANTS INTERNATIONAL, INC.	Washington	DC	20036	Renard Marable	2023191211	rmarable@premiercon.com	<input type="checkbox"/>		7/4/2021	<input checked="" type="checkbox"/>	004033028	2/20/2021	www.premiercon.com
SUP008774	The McConnell Group	Landover	MD	20785	Irving McConnell	2676880146	imcconnell@themccgroup.com	<input checked="" type="checkbox"/>	SB21-015860	7/20/2022	<input checked="" type="checkbox"/>	008995003	10/15/2022	www.themccgroup.com
SUP026252	WASATCH INFOTECH LLC	Springfield	VA	22150	RAHUL DONGRE	7033487867	rahul.dongre@wasatchinfotech.com	<input type="checkbox"/>		7/23/2021	<input checked="" type="checkbox"/>	009409635	7/23/2021	https://wasatchinfotech.com/
SUP020216	Absolute Security Group, Inc.	Salisbury	MD	21822	Scott Nibblett	4108600620	info@absolutesecuritygroup.com	<input checked="" type="checkbox"/>	SB21-015462	6/16/2022	<input checked="" type="checkbox"/>	011120065	6/16/2022	www.absolutesecuritygroup.com
SUP012063	MGS Group, Inc. (The)	Washington	DC	20020	Sylvester Bush	202-251-7003	sbush@mgsgruopinc.com	<input type="checkbox"/>		11/27/2019	<input checked="" type="checkbox"/>	011798197	2/20/2021	www.mgsgruopinc.com
SUP005653	NMR Consulting	Chantilly	VA	20151	William Russell	7032291055		<input type="checkbox"/>			<input checked="" type="checkbox"/>	013893636	4/14/2022	www.nmrconsulting.com
SUP020950	Beck Strategies	Trinity	FL	34655	Janet Brunson	7277437380	info@beckstrategies.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	015178415	1/23/2021	www.beckstrategies.com

1 2 3 4 5 6 7 > More than 150 Result(s) 

Select “wheel” icon at bottom of page, to yield Excel spreadsheet results

# Verification of Certified VSBE Vendors

The screenshot shows the eMMA (eMarketplace Management and Administration) interface. At the top, there is a navigation bar with the eMMA logo and tabs for Vendors, Sourcing, Contracts, Analytics, and Admin. The 'Vendors' tab is highlighted with a blue circle. Below the navigation bar, there is a search bar and a 'Search' button. The main content area is titled 'Browse Vendors'. On the left side, there is a 'Procurement Programs' section with checkboxes for 'SBR Vendor', 'ACDBE Vendor', and 'VSBE Vendor'. The 'VSBE Vendor' checkbox is checked and highlighted with a blue circle. In the center, there is a 'Keywords' search field, which is also highlighted with a blue circle. To the right of the 'Keywords' field, there are 'Alerts' and 'Commodity' dropdown menus. At the bottom, there is a 'Filters' section showing 'Level: Entity' and 'VSBE Vendor: ✓'.

eMMA should be used to verify the certification status of VSBE vendors prior to award of solicitations, as the vendor account has the most accurate information.

Sign into eMMA to perform this verification.

Please do not use Vetbiz.

# Verification of Certified VSBE Vendors

Supplier Overview

Company Info

Contacts

Qualifications

**Documents**

Relish Data Assure

Workflow

Save & Close Save Archive Initiate Setup Process Create RFI

1 Results

### Attestations & General Documents

+ Add attestations & general documents

Type	Status	Document Date	Expiration Date	Valid
VSBE Application	✓	1/19/2022	1/19/2023	●

To determine the VSBE certification status, click into the “Documents” section of the vendor’s account. If the “Documents” section has a VSBE Application with an approved “Status,” a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed, the vendor is certified within the VSBE Program.

# Verification of Certified VSBE Vendors

Supplier Overview

Company Info

Contacts

Qualifications

Documents

Relish Data Assure

Workflow

Interface Status

Activity

Change Requests

### Procurement Programs

### State Programs

Existing VSBE Vendor? No

Apply for the VSBE Program? Yes

VSBE Certification # MDVA2021-070

VSBE Application Status ① Approved

☒ VSBE Vendor

Upon verifying that the VSBE Application information is listed correctly within the “Documents” section, you can locate the “VSBE Certification #” and approval status in the “Company Information” section.



## Verification of Certified VSBE Vendors

Please note the following when you are attempting to verify the certification status of a VSBE vendor in eMMA:









- You may find multiple VSBE Applications listed in the “Documents” section.
- Be certain to carefully review the information to make certain that the vendor meets the requirements (i.e. VSBE Application has an approved “Status”, a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed).
- If you are unable to determine the VSBE certification status, please contact our office for assistance.



# Verification of Certified VSBE Vendors

Certifications

Add certifications


Attach	Type	Status	Effective Date	Expiration Date	Valid	C
 	SBR Application	✓	10/14/2020	10/14/2021	●	T:
 	VSBE Application	✓	10/14/2020	10/14/2021	●	T:
 	SBR Application	✓	10/15/2021	10/15/2022	Invalid	
 	VSBE Application	✓	10/15/2021	10/15/2022	●	T:

Current Certification

Renewal Application

In this example, a current VSBE Application is valid and a renewal application has been approved. The renewal application (red dot shown) will not become effective until the current certification expires.

# Verification of Certified VSBE Vendors


[New Vendor? Register Now](#)
[Vendor Search](#)
[Public Solicitations](#)
[Public Contracts](#)

[Vendor Search](#)

Filters

Country: UNITED STATES

Levels related with the supplier: Group Entity

VSBE Vendor: ☒

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Telephone	Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date
SUP027706	Affordable Dentures and Implants	CLINTON	MD	20735	Calvin Wilson	3019181951	cawils12@gmail.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2019-112	2/8/2022
SUP006041	A-G Associates	Columbia	MD	21044	Christopher Gonzalez	410-598-8329		<input checked="" type="checkbox"/>	SB21-013237	2/22/2022	<input checked="" type="checkbox"/>	825173029	2/22/2022
SUP790085	Agile Care Enterprises, LLC	Baltimore	MD	21228	Marion Vanzie	301-523-9948	marion@agilecareent.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	102182684	9/9/2022
SUP007051	AGX MANAGEMENT SERVICES	BALTIMORE	MD	21208	De'Andre Bernard Wells SGT US	4104840716	info@agxgroup.org	<input type="checkbox"/>		8/31/2021	<input checked="" type="checkbox"/>	044485583	2/23/2022
SUP007403	Aire Serv of the Eastern Shore	Easton	MD	21601	Efrain Velazquez	410-822-9993	aireserveeaston@gmail.com	<input checked="" type="checkbox"/>	SB21-012819	2/2/2022	<input checked="" type="checkbox"/>	MDVA2020-171	11/10/2021
SUP020246	Al Amir Translation LLC	Glen Burnie	MD	21061	Amir Ishak	4436182166	amir.m.ishak@gmail.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2019-107	2/25/2022
SUP028655	alfa8 LLC	Gaithersburg	MD	20878	Myra Chung	4435049348	myra@alfa8.com	<input checked="" type="checkbox"/>	SB20-011116	10/21/2021	<input checked="" type="checkbox"/>	116944662	10/21/2021
SUP028784	All American Pit Masters	Mechanicsville	MD	20659	Patrick Burke	2404417279	patrick.burke19@yahoo.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2020-177	<ul style="list-style-type: none"> <li>10/28/2021</li> <li>10/29/2022</li> </ul>
SUP016362	All County Security Agency, Inc.	Ellicott City	MD	21042	Cody Ellenberger	4104614433		<input checked="" type="checkbox"/>	SB12-32508		<input checked="" type="checkbox"/>	785408394	2/28/2021
SUP028525	All Pro Security	Gwynn Oak	MD	21207	Tashawna Gaines	4432483952	info@allprosecurity.org	<input checked="" type="checkbox"/>	SB20-010976	10/15/2022	<input checked="" type="checkbox"/>	MDVA2020-185	<ul style="list-style-type: none"> <li>10/14/2021</li> <li>10/15/2022</li> </ul>

As per the prior example, when the current VSBE certification and approved renewal applications are listed within the vendor's eMMA account, two expiration dates (one for each application) will be provided on the public/external "Vendor Search."

# Verification of Certified VSBE Vendors

Vendors Sourcing Contracts Analytics Admin

Vendor: SUP024243 - Barnes-Magee Consulting, LLC (Registered) Search ⓘ

Save & Close Save Start On-Boarding Create RFI +

DUNS ⓘ  
788124902

Procurement Programs

State Programs

Existing SBR Vendor?	Apply for the SBR Program?	SBR Certification #	SBR Effective Date	SBR Expiration Date	SBR Application Status
No ⓘ -	Yes	SB20-008072	4/25/2020	4/25/2021	Approved
Existing VSBE Vendor?	VSBE Certification #	VSBE Application Status ⓘ			
Yes ⓘ -	000000000	Approval in progress	✓ VSBE Vendor		
Existing MBE Vendor	MBE Certification #				
No ⓘ -		<input type="checkbox"/> MBE Vendor			

Federal Programs

Existing DBE Vendor?

In this example, the “VSBE Application Status” states *Approval in progress* and “VSBE Certification #” is not valid. This vendor is not certified.

# Verification of Certified VSBE Vendors

**Procurement Programs**

**State Programs**


Existing SBR Vendor?	Apply for the SBR Program?	SBR Certification #	SBR Effective Date
No	Yes	SB20-008072	4/25/2020
Existing VSBE Vendor?	VSBE Certification #	VSBE Application Status ⓘ	
Yes	000000000	Approval in progress	<input checked="" type="checkbox"/> VSBE Vendor
Existing MBE Vendor	MBE Certification #		
No		<input type="checkbox"/> MBE Vendor	

As mentioned on the prior slide, this vendor is not certified. However, note that the “VSBE Vendor” box is checked.

This automatically happens when any “VSBE Certification #” is entered/saved in the system, regardless of VSBE certification status.

This is a flaw in the system that we are working to correct.

# Verification of Certified VSBE Vendors

 <a href="#">New Vendor? Register Now</a> <a href="#">Vendor Search</a> <a href="#">Public Solicitations</a> <a href="#">Public Contracts</a>													
<a href="#">Vendor Search</a>													
<input checked="" type="checkbox"/> VSBE Vendor <input type="checkbox"/> SBR Vendor													
Filters Country: UNITED STATES x Levels related with the supplier: Group Entity VSBE Vendor: <input checked="" type="checkbox"/> x													
MMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Telephone	Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date
UP012694	Automated Cable Services	hughesville	MD	20637	Nathan Flowers	111-111-1111		<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2021-014	
UP008616	Automation Creations, Inc.	Blacksburg	VA	24060	Henry Bass	540-552-7670	info@aciwebs.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	957709892	2/22/2022
UP020042	Avaris Concepts	Baltimore	MD	21218	Husher Harris II	6673093490	acinfo@avarisconcepts.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	154171453	2/11/2021
UP751808	Avi Reve LLC	Annapolis	MD	21401	Teresa Davies	3172203795	info@avireve.com	<input checked="" type="checkbox"/>	SB21-014111	4/5/2022	<input checked="" type="checkbox"/>	MDVA2021-064	4/5/2022
UP020923	B&N Inspection and Supply	Saint Louis	MO	63141	eric nenninger	3142204764	enenninger@bninspectionandsupply.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	079692619	2/11/2021
UP024638	BADES GROUP LLC	Germantown	MD	20874	Adeniran Oyeade Oyeade	3016935211	info@badesgroup.com	<input type="checkbox"/>		8/25/2021	<input checked="" type="checkbox"/>	MDVA2020-139	8/25/2021
UP027520	Balanced Real Estate Holdings, LLC	Hagerstown	MD	21740	Julius Evans	2024606185	Julius.Evans@balancedREH.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	MDVA2020-140	8/22/2022
UP020573	Bancroft Capital, LLC	Fort Washington	PA	19034	Michael Ivic	4845468000	mivcic@bancroft4vets.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	081180632	2/22/2022
UP010384	BARCO Enterprises, Inc.	White Marsh	MD	21162	Bart Harrison	4103350660	barco@barcoent.com	<input checked="" type="checkbox"/>	SB11-4874	9/20/2022	<input checked="" type="checkbox"/>	117398065	2/10/2022
UP024243	Barnes-Magee Consulting, LLC	District Heights	MD	20747	Angela Fairley	3014127169	angelafairley68@gmail.com	<input type="checkbox"/>		4/25/2021	<input checked="" type="checkbox"/>	000000000	

This results in the non-certified (and certified) vendors being listed on the public/external “Vendor Search” results.

## Verification of Certified VSBE Vendors

Please note the following when conducting an eMMA Vendor Search after logging into eMMA:

- Be certain to review the information thoroughly (i.e. check that the “Documents” section has a VSBE Application with an approved “Status”, valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed).
- You are able to download an excel spreadsheet for these vendors. However, you will need to check the vendor accounts to verify their VSBE certification.
- We are continuing to enhance the VSBE Vendor Database, if you have any questions, please contact our office, 410-697-9600, to speak with Danielle Davis.



# Internal Vendor Search- Excel Spreadsheet

Browse Vendors

Search [ ]

0 Selected Generate RFI Merge Vendors Create a Vendor

Level  
Entity x

Status

Type

Responsible

Parent Supplier

Procurement Programs

- ☐ SBR Vendor
- ☐ ACDBE Vendor
- ☒ VSBE Vendor
- ☐ SBE Vendor
- ☐ MBE Vendor

Code	Company Name	Legal Name	Parent Company	Email	Telephone	Status	SBR Certification #	SBR Validity	VSBE Certification #	VSBE Validity
<a href="#">SUP380036</a>	<a href="#">KLICHOC LLC</a>	KLICHOC LLC		services@KLICHCO.com	2404763543	Activated			MDVA2021-035	
<a href="#">SUP015333</a>	<a href="#">1969</a>	ITZ Our Turn LLC		itzourturn@gmail.com	2026585455	Activated			056851633	2/28/2021
<a href="#">SUP005990</a>	<a href="#">2-CM Technologies, LLC</a>	2-CM Technologies, LLC			4105307563	Registered			079152345	4/11/2022
<a href="#">SUP751775</a>	<a href="#">3 G's Trucking, LLC</a>	3 G's Trucking, LLC			3014677827	Registered	SB21-013690	3/14/2022	MDVA2021-052	3/22/2022
<a href="#">SUP020511</a>	<a href="#">3D Doors</a>	Mae-Lewis Construction		cawils12@gmail.com	3016439841	Activated		1/6/2021	MDVA2019-112	1/7/2021
<a href="#">SUP026138</a>	<a href="#">4th Revolution Technologies</a>	4th Revolution technologies, LLC			2028780240	Registered				
<a href="#">SUP021762</a>	<a href="#">5366 LOGISTICS CORP</a>	5366 LOGISTICS CORP		dbilton@5366logistics.com	8155813203	Registered				
<a href="#">SUP027729</a>	<a href="#">A&amp;C Pack and Ship</a>	A&C Pack and Ship		info@acpackandship.com	6679303114	Registered	SB20-011745	12/5/2021		
<a href="#">SUP009144</a>	<a href="#">A&amp;T Construction &amp; Consulting LLC</a>	A&T Construction & Consulting, LLC		info@atccsolutions.com	2403094369	Registered	SB21-012803	2/1/2022		
<a href="#">SUP021470</a>	<a href="#">A. Malone Design LLC</a>	A. Malone Design LLC		antone@amalonedesign.com	4438523126	Registered	SB21-014213	4/10/2022		
<a href="#">SUP009030</a>	<a href="#">Abatement, Inc.</a>	SanDow Construction, Inc.		info@sandowconstruction.com	301-322-1446	Activated	SB20-008620	5/29/2022		
<a href="#">SUP027772</a>	<a href="#">ABECO Safe and Lock, LLC</a>	ABECO Safe and Lock, LLC		abecolock@aol.com	3016383800	Activated	SB20-010837	10/2/2021		
<a href="#">SUP016112</a>	<a href="#">ABIS Solutions</a>	ABIS Solutions, LLC		info@abis.com	8884212247	Activated	SB20-007464	3/19/2022		
<a href="#">SUP004311</a>	<a href="#">Abrado Analytics, LLC</a>	Abrado Analytics, LLC			4438323188	Activated	SB21-014232	4/11/2022		
<a href="#">SUP020216</a>	<a href="#">Absolute Security Group, Inc.</a>	Absolute Security Group, Inc.		info@absolutesecuritygroup.com	4108600620	Activated		1/6/2021		

1 2 3 4 5 6 7 > More than 150 Result(s)

Download table in Excel format

Show columns:

- Selection
- Editing column
- Deleting column
- Anomalies

Grid page size: 15

# Internal Vendor Search- Excel Spreadsheet

Export\_Vendors (34).xlsx - Excel

Code	Company Name	Legal Name	Parent Company	Status	SBR Certification #	VSBE Certification #
SUP01533	1969	ITZ Our Turn LLC		Registered		056851633
SUP00599	2-CM Technologies, LLC	2-CM Technologies, LLC		Registered		079152345
SUP02051	3D Doors	Mae-Lewis Construction		Registered	SB20-005994	MDVA2019-112
SUP02613	4th Revolution Technologies	4th Revolution technologies, L.L.C.		Registered		MDVA2020-117
SUP02176	5366 LOGISTICS CORP	5366 LOGISTICS CORP		Registered		080469134
SUP01627	9INELINE Technology	9INELINE Technology LLC		Registered		MDVA2019-038
SUP00914	A&T Construction & Consulting,LLC	A&T Construction & Consulting,LLC		Registered	SB12-34498	079284348
SUP00903	Abatement, Inc.	SanDow Construction, Inc.		Registered	SB20-008620	969387203
SUP02777	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		Registered	SB20-010837	MDVA2020-147
SUP01611	ABIS Solutions	ABIS Solutions, LLC		Registered	SB20-007464	MDVA2019-070
SUP00431	Abrado Analytics, LLC	Abrado Analytics, LLC		Registered		MDVA2019-050
SUP02021	Absolute Security Group, Inc.	Absolute Security Group, Inc.		Registered	SB20-005995	011120065
SUP01107	Absolute Staffing & Consulting Solutions, LLC	Absolute Staffing & Consulting Solutions, LLC		Registered	SB12-36916	804190119
SUP01249	Acacia Translations, LLC	Acacia Translations, LLC		Registered	SB12-37260	116789216
SUP02350	ACE Consulting Company, LLC	ACE Consulting Company, LLC		Registered		MDVA2020-084
SUP02798						



# VSBE Program Compliance



- Per COMAR 21.11.14.04 (C2) If a solicitation contains an MBE goal and a VSBE goal, participation by a subcontractor dually-certified as an MBE and a VSBE may be counted toward meeting both the MBE and VSBE contract goals to the extent its participation meets the cumulative MBE and VSBE contract goals, or portions thereof that it is committed to perform. (3) Participation by a dually-certified subcontractor may be counted toward the agency's overall MBE and VSBE goals.
- VSBE Schedule E: Utilization Affidavit and Participation Schedule, are online: <https://procurement.maryland.gov/rfp/> and should be completed per COMAR 21.11.14.05(C) and amended in accordance with COMAR 21.11.14.08.
- Bidders can request VSBE waiver, if needed, per COMAR 21.11.14.07

Governor's Office of Small, Minority & Women Business Affairs

# VSBE Reporting Information



- As of October 2018, Oversight of the VSBE Program transferred to the Governor's Office of Small, Minority & Women Business Affairs, including Reporting as outlined in COMAR 21.11.14.04D
- VSBE Reports are due on 10/1 annually per COMAR 21.13.01.15A

Governor's Office of Small, Minority & Women Business Affairs

# VSBE Reporting



- Use data from the 700 series reports from ANSWERS or internal databases to capture VSBE payments and awards (will have to change the Report type to VET in answers Report Type:  , where appropriate.
- At this time credit card payments cannot be tracked in ANSWERS, therefore, agencies will have to track these payments manually.
- Total All Procurements column on the Annual Report Template should be identical to the Total All Procurements total for MBE Reporting.
- As with MBE reporting, if a contract has a VSBE Prime and Sub, do not double count. The Prime Contractor and Subcontractor *awards* should be listed separately.

Governor's Office of Small, Minority & Women Business Affairs

# VSBE Reporting

## VSBE Utilization Report

*VSBE Program utilization data is being collected by the Governor's Office of Small, Minority & Women Business Affairs for publication to the Governor, the Legislative Policy Committee, and the public.*

### Veteran-Owned Small Business Enterprise (VSBE) Annual Report

Fiscal Year 2020

Beginning in Fiscal Year 2019, the work of firms verified by the Center For Veterans Enterprise of the United States Department of Veterans Affairs or the Maryland Department of Veterans Affairs may be counted toward a defined VSBE contract goal (see COMAR 21.11.13).

**INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template.**

Agency Reporting:

Individual Completing Report:

#### Awards to VSBEs

	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Contracts Awarded to VSBEs as Prime Contractors	Total \$ Contracts Awarded to VSBEs as Prime Contractors	Total # VSBE Subcontracts Awarded	Total \$ VSBE Subcontracts Awarded	Percentage of VSBE Participation
Procurement Contracts							
Corporate Credit Card							
Direct Voucher							
<b>Total</b>		\$0		\$0		\$0	

#### Payments to VSBEs

	Total \$ Payments to All Prime Contractors	Total \$ Payments to VSBEs as Prime and Subcontractors	VSBE Payments as % of All Payments

Governor's Office of Small, Minority & Women Business Affairs

# VSBE Program Updates:



- Effective February 2022:
  - New legislation requires our office to establish an Advisory Committee on VSBEs.
  - 1% goal repealed and our office is required to adopt regulations establishing a goal. The 1% goal continues for now.
- Who Should Report VSBE Data
  - Currently, there is no official designation of an VSBE Liaison **yet**. Our office has strongly suggested that VSBE reports be prepared and submitted via the MBE Liaison. This is because both programs are attainment goal programs and require the reporting of an agency's total procurement awards (contract / DV / CC). The SBR program uses a different measure of reporting (payments).

# Any Questions?

VSBE Certification

Danielle Davis

[Danielle.davis2@maryland.gov](mailto:Danielle.davis2@maryland.gov)

VSBE Reporting

Nichelle Johnson

[nichelle.johnson1@maryland.gov](mailto:nichelle.johnson1@maryland.gov)



# Upcoming Events

**Quarterly Compliance Call (10 am - 12 noon )**

March 24, 2022

May 12, 2022

**SBR Liaison Training (Virtual) (9 am - 12 noon)**

June 9, 2022

**MBE Liaison Training (Virtual) - (9 am - 12 noon)**

June 23, 2022

# THANK YOU

**Please complete our Customer Service Survey using the link below.**

**We need your feedback!**

**<https://www.surveymonkey.com/r/68KL58W>**

Governor's Office of Small, Minority & Women Business Affairs